

Reimbursement Claim Checklist

National School Lunch, School Breakfast, and Meal Supplements Programs

This checklist was prepared for and is directed to sponsors' claim preparers to help them complete claims for reimbursement. Please make the following checks of a sponsor's claim before submitting it for reimbursement. An error or omission in any of the following items will cause a delay in the sponsor's reimbursement.

- () Item 1. Is a label affixed to the claim form? If no label is available, type or print the sponsor's agreement number, agency name, and address in Item I.
- () Item 2. Is the month and year in item 2 the claim month, not the month the claim was prepared?
- () Item 3. Is one box in Item 3 checked? If not, check as appropriate.
- () Items 6-7. If you are reporting free/reduced price meals, did you complete items 6 and 7?
- () Items 10-11. If the sponsor is reporting free or reduced price supplements, did you complete items 10 and 11?
- () Items 12-16. Have you reported sites, enrollment, and operating days? Your claim cannot be processed without this information.
- () Items 12-16. Does the sum of the paid, free, and reduced-price meals equal the number of total meals reported?
- () Items 12-16. Have you claimed too many free or reduced-price meals? The product of approved children multiplied by operating days must be greater than or equal to the number of meals reported for free and reduced-price meals.
- () Item 16a. Have you reported *only* area eligible sites, enrollment, and free meal supplements served? Are all the figures less than or equal to the corresponding figures on line 16?
- () Items 17-26. If this is a June claim, have you completed the cost and revenue sections of the claim (parts II and III)?

If the sponsor participates in the National School Lunch, Basic Breakfast, Especially Needy Breakfast, or Meal Supplements programs, you must report annual financial information on the June claim. *If the sponsor participates in the Seamless Summer Feeding Waiver Program, the cost and revenue from the seamless waiver sites must be included with the cost and revenue reported on this form.*

- () Items 17-26. Are all monetary figures on the claim rounded to the nearest whole dollar?
Do not report cents.
- () Items 17-26. Are all revenue and cost totals correct?

- () *Certification:* Is there an original signature of an authorized agency official on the claim? The sponsor's claim cannot be processed without an *original signature* of an authorized official.
- () Did you attach a legible claim copy?